

**UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF GEORGIA**

**IN RE:           POLICY ON ELECTRONIC AVAILABILITY OF TRANSCRIPTS  
                    OF COURT PROCEEDINGS**

This court is participating in a pilot project regarding the electronic availability of civil and criminal transcripts. Such participation means that this court will follow the attached Judicial Conference policy on electronic availability of transcripts of court proceedings before making official transcripts of court proceedings electronically available; please read this policy carefully. **The pilot project will apply to all transcripts of proceedings ordered on or after February 13, 2006, regardless of when the proceeding took place.**

The policy states that counsel may request the redaction of specific personal data identifiers from a transcript before it is made electronically available to the general public. A party must file with the Clerk a **Notice of Intent to Request Redaction** within five business days of the filing of the official transcript by the court reporter/transcriber. If a party fails to request redaction within this time frame, the transcript will be made electronically available without redaction. This form is available on our website under the Forms section.

If a party files a Notice of Intent to Request Redaction, the transcript will not be remotely electronically available to the general public until the redactions are performed. During this period of time, however, a paper copy of the officially filed transcript may be purchased from the court reporter at 50 cents per page. Once this notice is filed, the party has twenty-one days from the date the transcript was filed to file a **Transcript Redaction Request and Statement** (also available on our website under the Forms section). This form must be filed with the Clerk of Court with a copy to the court reporter and should indicate where the personal identifiers appear in the transcript by page and line and how they are to be redacted. For example, if a party wants to redact the Social Security number 123-45-6789 appearing on page 12, line 9 of the transcript, the form should reflect: **Page 12, Line 9** (*Page/Line # heading*), **123-45-6789** (*Item Currently Reads heading*), **xxx-xx-6789** (*In Redacted Version, Change To heading*). Only the personal identifiers listed in the policy may be automatically redacted. If a party wants to redact other information, that party should move the court for further redaction by separate motion served on all parties and the court reporter or transcriber within the 21-day period. Counsel appointed pursuant to the Criminal Justice Act may claim compensation, at the applicable rate, for the time spent reviewing and preparing the request for redaction, as well as for costs associated with obtaining a copy of the transcript.

Please direct all questions concerning this procedure to Gregory J. Leonard, Clerk of Court, by phone at (478)752-3497 or by e-mail at [gregory\\_leonard@gamd.uscourts.gov](mailto:gregory_leonard@gamd.uscourts.gov).

Attachment 1- Policy Regarding Electronic Availability of Transcripts of Court Proceedings  
Attachments 2 - Sample Form (Notice of Intent to Request Redaction)  
Attachment 3 - Sample Form (Transcript Redaction Request and Statement)

### **Electronic Availability of Transcripts of Court Proceedings**

Courts making electronic documents remotely available to the public, whether documents are filed electronically or converted to electronic form, shall make electronic transcripts of proceedings remotely available to the public if such transcripts are otherwise prepared.

Within five business days of the filing by the court reporter/transcriber of the official transcript with the clerk's office pursuant to 28 U.S.C. § 753, each party shall inform the court, by filing a notice of redaction with the clerk, of the party's intent to redact personal data identifiers from the electronic transcript of the court proceeding. Such personal data identifiers include: Social Security numbers; financial account numbers; names of minor children; dates of birth; and home addresses of individuals. The filing of this notice triggers the procedures set out below. If no such notice is filed within the allotted time, the court will assume redaction of personal data identifiers from the transcript is not necessary, and the transcript may be made electronically available at the close of the fifth business day, unless the court, for good cause related to the application of the Judicial Conference policy on privacy and public access to electronic case files, finds that the transcript should not be available electronically for up to a period of 60 days.

If a notice of redaction is filed by any party, following the filing of the official transcript with the clerk's office, the official transcript is not to be made remotely electronically available to the general public. Within 21 calendar days of the filing of the transcript, or longer if the court so orders, the parties shall submit to the court reporter/transcriber a statement indicating where the following personal data identifiers appear in the transcript: Social Security numbers; financial account numbers; names of minor children; dates of birth; and home addresses of individuals.

The court reporter/transcriber shall partially redact these personal data identifiers from the electronic transcript as follows:

- Social Security numbers to the last four digits;
- financial account numbers to the last four digits;
- dates of birth to the year;
- names of minor children to the initials; and
- home addresses to the city and state.

During the 21-day period, or longer if the court so orders, attorneys may move the court for any additional redactions to the transcript. The transcript shall not be electronically disseminated until the court has ruled upon any such motion.

The Director of the Administrative Office may lengthen the period of time for electronic filing of a transcript when, in the Director's judgment, a district justifies such an extension.

(This is a fillable form on our website which can be converted directly to PDF format for electronic filing.)

Attachment 2

**IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF GEORGIA**

vs

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Case No.

**NOTICE OF INTENT TO REQUEST REDACTION**

Please take notice that \_\_\_\_\_ plans to file a  
(party name)

Transcript Redaction Request and Statement with the Clerk of Court with a copy to the official

court reporter or transcriber within 21 days from the date the transcript was filed with the court

on \_\_\_\_\_. The un-redacted version of this transcript should not be  
(date transcript was filed)

made electronically available to the public.

s/\_\_\_\_\_  
Bar Number  
Attorney for (Plaintiff/Defendant)  
Address  
City, State, and Zip Code  
Telephone  
Fax  
E-Mail Address

(This is a fillable form on our website which can be converted directly to PDF format for electronic filing.)

Attachment 3

**IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF GEORGIA**

**TRANSCRIPT REDACTION REQUEST AND STATEMENT**

A redacted version of the court reporter's transcript filed on \_\_\_\_\_  
(date filed)

in \_\_\_\_\_, \_\_\_\_\_, is requested.  
(case number) (short title)

The following personal identifiers in the original transcript on the page numbers cited below should be modified and a redacted version of the transcript produced:

<b><u>Page#/Line #</u></b>	<b><u>Item Currently Reads:</u></b>	<b><u>In Redacted Version, Change To:</u></b>
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**NOTE:** This document must be filed with the District Court and a copy must be sent to the Court Reporter who prepared the transcript.